



# MD AOC Project

## *Introduction to PeopleSoft*

## *PeopleSoft Vendor Management*



- **Introduction**
- **Session Objectives**
- **PeopleSoft Overview**
- **Key Features**
- **Business Processes**
- **A Look at PeopleSoft 9.1**
- **Next Steps**
- **Questions**

## Introduce you to PeopleSoft 9.1

- ✓ Review Key Vendor Management Features within the Accounts Payable and Purchasing modules
- ✓ Review Procure to Pay Process Flows
- ✓ Look at the PeopleSoft 9.1 Application

# Introduction

## A little bit about me... *Tara A. Dean, APM*

Sr. Procure-to-Pay ERP Consultant and  
Former Director, Administrative & Financial Services -  
U.S. House of Representatives.

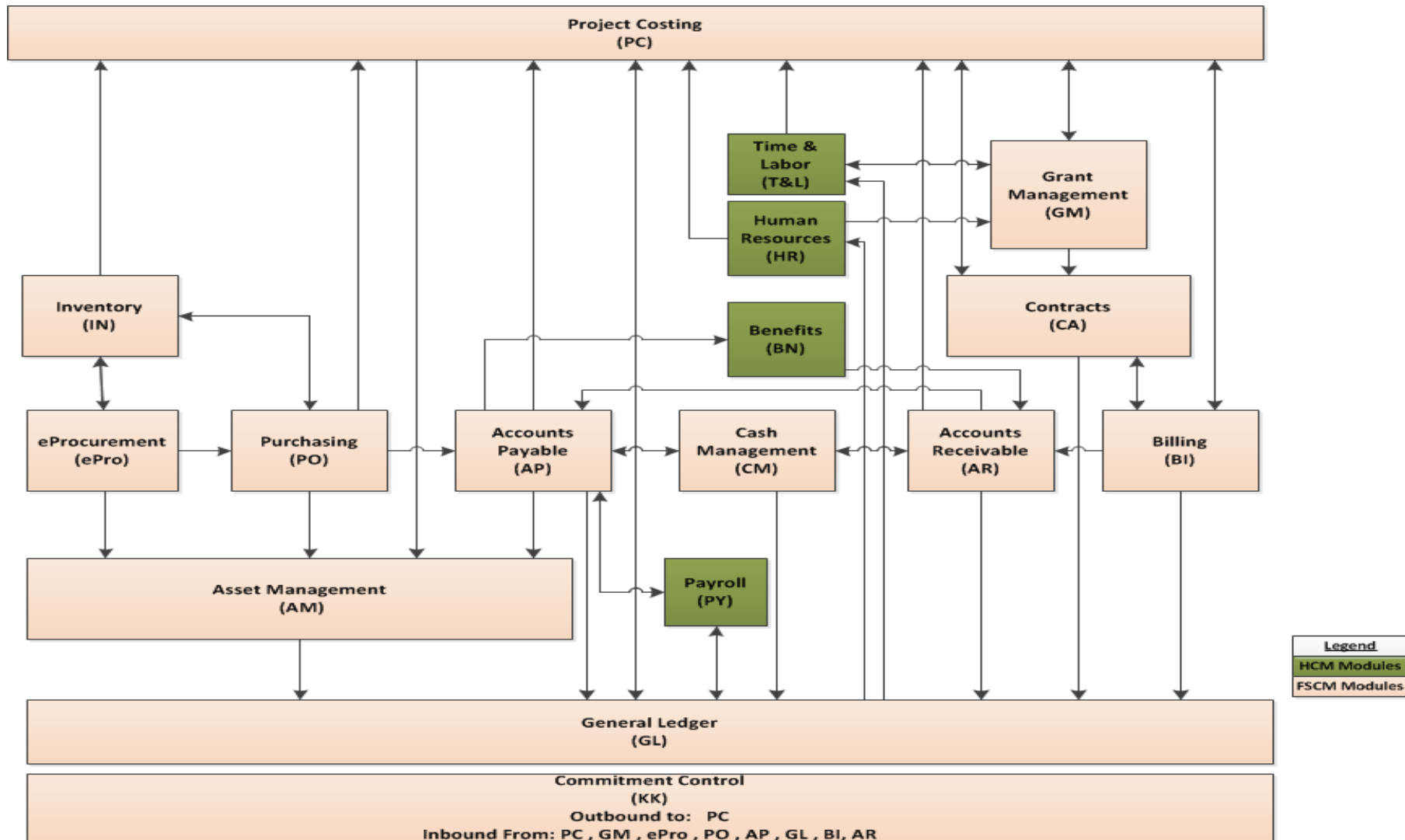
A 19-year Accounting Operations veteran, working across several industries for Fortune 500 companies and Public sector organizations overseeing their A/P, Procurement, Contracts, A/R, Billing, Collections, Travel and P-Card management business units.

I most recently served as Director to the House's Congressional Budget Management, Accounts Payable, and Expense Management operations. In 2010, we processed over 1.2 million invoices with 57 FTE's with a .05% error rate, within a 1.57 day cycle time, and reduced cost from \$27 to \$2 per item.

Career Hobby - create successful and award winning operations!



# PeopleSoft Overview



# PeopleSoft Overview (continued)

## Record to Report (RTR)

### **General Ledger (GL)**

- Subsystem Journals
- Monetary Journals

### **Commitment Control (KK)**

- Pre-Encumbrance (Commitments)
- Encumbrance (Obligations)
- Expenses
- Recognized Revenue
- Budgetary Journals

## Procure to Pay (PTP)

### **eProcurement (ePro)**

- Self Service Requisitions
- Self Service Receipts

### **Purchasing (PO)**

- Requisitions
- Purchase Orders
- Receipts
- Items
- Change Orders
- PCards

### **Accounts Payable (AP)**

- Vendors
- Vouchers/Invoices
- Payments

## Supply Chain Management (SCM)

### **Inventory (IN)**

- Putaway
- Order Fulfillment
- Inventory Counts

## Asset Lifecycle Management (ALM)

### **Asset Management (AM)**

- Assets
- Depreciation
- Retirement

## Order to Cash (OTC)

### **Billing (BI)**

- Billing Data
- Invoicing

### **Accounts Receivable (AR)**

- Customers
- Receivables
- Collections
- Payments
- Aging

### **Cash Management (CM)**

- Banking Relationships
- Treasury Accounting
- Reconciliation

## Enterprise Service Automation (ESA)

### **Grants Management (GM)**

- Pre-Award (Proposal, Proposal Project, Budget Activity)
- Post-Award (Contract/Award, Project/Grant Activity)

### **Contracts (CA)**

- Contracts
- Billing Plans
- Prepays/Advances
- Revenue Plans

### **Project Costing (PC)**

- Projects
- Assets

## Human Capital Management (HCM)

### **Time and Labor (T&L)**

- Time Entered
- Costs
- Team Members
- Status of Grants

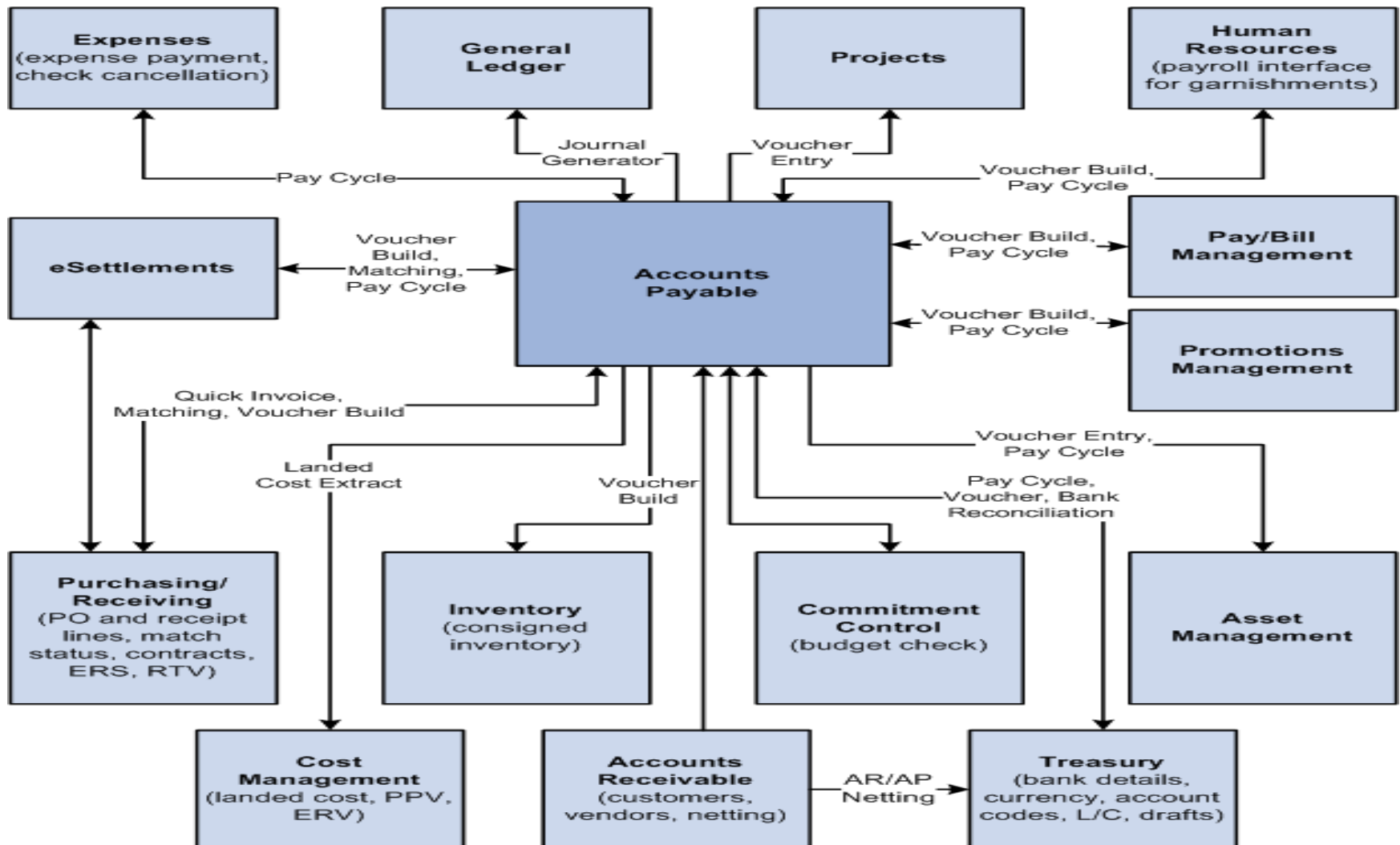
### **Payroll (PY)**

- Garnishment Invoices
- Tax Invoices
- Vendors

### **Human Resources (HR)**

- Personal Information

# Accounts Payable Overview





## What is Procure to Pay?

- Transactional relationship cycle between Procurement and Payables.
- Provide control and visibility over the entire life-cycle of a transaction from the way an item is ordered to the way that the final invoice is processed – providing full insight into cash-flow and financial commitments.



# How does PeopleSoft improve your vendor process?

***control***

# Extensive Control of Vendor Information

PeopleSoft manages vendor information, so you will have the answers that you and your vendors need.

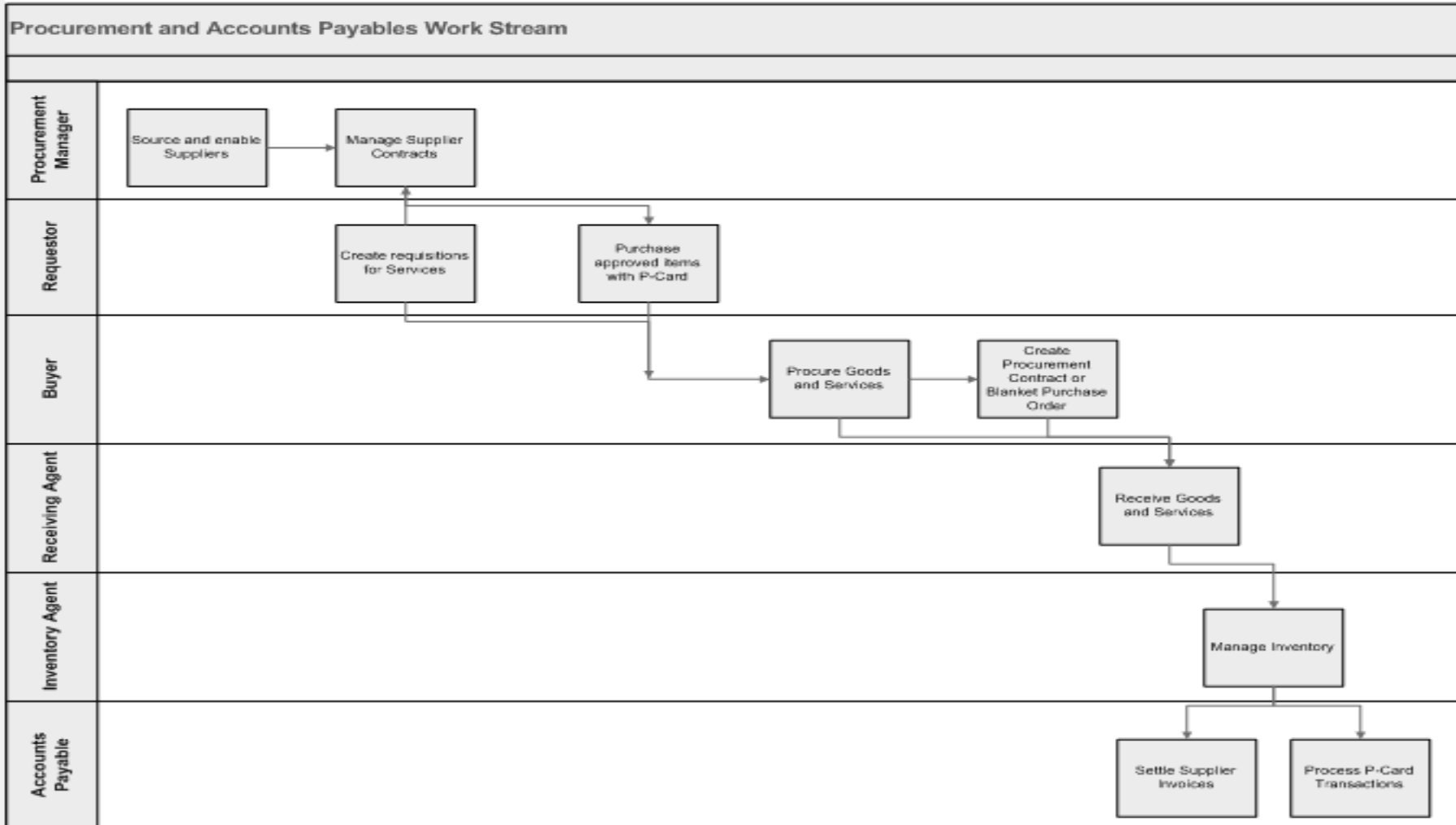
By providing capabilities to dynamically ...

- 
- Manage
  - Transact Business
  - Report

**Accounts Payable Module**

**Purchasing Module**

# Key Features



## How does PeopleSoft enable you to effectively manage your vendors?

- Maintain good vendor relations and control over your cash flow with visibility into vendor activity.
- Track vendors easily with streamlined, collapsible pages.
- Create true one-time payments to a vendor (for example, refunds) without cluttering your vendor table.

- Check for duplicate vendors automatically at the time of entry or with advanced search capabilities to identify similar fields (such as Tax ID or bank account number).
- Maintain multiple vendor locations, each with their own set of processing options.
- Maintain withholding vendors and create withholding reports.
- Collect and analyze vendor statistics.

# Key Features

- Identify VAT (value added tax) and GST (goods and services tax)-applicable vendors to help manage your transaction tax reporting requirements.
- Review vendor status and audit trail information, for example, when it was last modified.
- Send via email a remittance advice to the suppliers, streamlining the reconciliation process and reducing its cost through automation.

- Track changes made to the Vendor Short Name, Vendor Name, the time and date the changes were made and the individual who made the changes to the Vendor record through Vendor history. Record future date and name changes of the vendor, reducing the intensive work required to create suppliers, recording the vendor history, and reducing erroneous payments.
- Vendor Data sharing with Human Resources (HCM) to efficiently process Employee Benefit Provider payments.



# Key Features

- Sharing of vendor information across business organizations.
- Segregation of vendor entry and approval processes to support Governance, Risk, and Compliance controls.
- Tracking and monitoring of vendor performance.
- Ability to identify vendor demographics via user-defined vendor classification codes.
- Management of complex vendors with multiple locations to support unique location characteristics, such as payment terms and matching rules.

**How do these key  
features improve your  
business?**

# Key Features – continued



Big Wins for your organization...



- Optimizes the relationship with your vendors.
- Improve control and accuracy within the buying process.
  - Easier to detect and prevent fraud with erroneous vendors.
  - Easier to query your vendor data.
  - Fewer updates and vendor maintenance.
- Quick, easy, and accurate 1099 Year-End reporting and management.

# A Look at the Application

The screenshot displays the Oracle Vendors application interface. At the top, the Oracle logo is on the left, and navigation links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out are on the right. Below the navigation bar, a breadcrumb trail shows Favorites > Main Menu > Vendors. The main content area is titled 'Vendors' and includes a sub-header 'Add, maintain, or approve vendors; manage 1099, global withholding, or CA EDO.' The interface is organized into a grid of functional folders:

- Vendor Information**
  - Add/Update
  - Maintain
  - Approve
- 1099/Global Withholding**
  - Maintain
  - Review
  - General Reports
  - 2 More...
- California EDO**
  - Control Information
  - Vendor Information
  - Transmittal File
- Central Contractor Registry**
  - Central Contractor Registry
  - Add Vendors from CCR
  - Maintain CCR Codes
  - Load Registry File
  - Inquire CCR File Load Status
- Federal Registry**
  - Federal Registry
  - Inquire Federal File Load
  - Import Federal Registry File
  - Maintain Federal Entities

# A Look at the Application continued

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Vendors

Vendors

 **Vendor Information** [Edit "Vendor Information" Folder](#)

 <b>Add/Update</b> <ul style="list-style-type: none"><li> <a href="#">Vendor</a></li><li> <a href="#">Review Vendors</a></li><li> <a href="#">Vendor User</a></li><li> <a href="#">Define Vendor User</a></li><li> <a href="#">Vendor Name History</a></li><li> <a href="#">Vendor Name History Inquiry</a></li></ul>	 <b>Maintain</b> <ul style="list-style-type: none"><li> <a href="#">Conversations</a></li><li> <a href="#">Inactivate Vendors</a></li><li> <a href="#">Duplicate Vendor Report</a></li><li> <a href="#">Financial Sanctions Validation</a></li><li> <a href="#">Fin Sanctions Validation Log</a></li></ul>	 <b>Approve</b> <ul style="list-style-type: none"><li> <a href="#">Approve Vendor</a></li></ul>
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# A Look at the Application continued



















ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Vendors

Vendors

 **1099/Global Withholding** [Edit "1099/Global Withholding" Folder](#)

 <b>Maintain</b> <ul style="list-style-type: none"><li> <a href="#">Post Withholdings</a></li><li> <a href="#">Adjust Withholding</a></li><li> <a href="#">Adjust Period Accumulation</a></li><li><a href="#">3 More...</a></li></ul>	 <b>Review</b> <ul style="list-style-type: none"><li> <a href="#">Vouchers by Vendor</a></li><li> <a href="#">Withhold Payment</a></li><li> <a href="#">Vendor Balance by Class</a></li><li><a href="#">2 More...</a></li></ul>	 <b>General Reports</b> <ul style="list-style-type: none"><li>General Withholding Reports<ul style="list-style-type: none"><li> <a href="#">Withd Voucher/Vendor Mismatch</a></li><li> <a href="#">Withhold Control Report</a></li></ul></li></ul>
 <b>1099 Reports</b> <ul style="list-style-type: none"><li>1099 Reports<ul style="list-style-type: none"><li> <a href="#">1099 to Send Detail</a></li><li> <a href="#">Withholding Sent File</a></li><li> <a href="#">Withhold 1099 Report Job</a></li></ul></li></ul>	 <b>Global Withholding Reports</b> <ul style="list-style-type: none"><li>Global Withholding Reports<ul style="list-style-type: none"><li> <a href="#">Create Reporting Information</a></li><li> <a href="#">Withholding Report</a></li><li> <a href="#">Withholding Report by Class</a></li><li><a href="#">13 More...</a></li></ul></li></ul>	

# A Look at the Application continued

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Accounts Payable Center

Accounts Payable Center


[Edit "Accounts Payable Center" Collection](#)

Access the Accounts Payable center.

<p><b>Vouchers</b> Add, maintain, and approve vouchers.</p> <ul style="list-style-type: none"><li><a href="#">Add/Update</a></li><li><a href="#">Maintain</a></li><li><a href="#">Approve</a></li></ul>	<p><b>Review</b> Run inquiries on vendors, vouchers, payments, integrations, and metrics.</p> <ul style="list-style-type: none"><li><a href="#">Payables Search Criteria</a></li><li><a href="#">Vouchers</a></li><li><a href="#">Interfaces</a></li><li><a href="#">2 More...</a></li></ul>	<p><b>1099</b> Configure, maintain, review, post and report on 1099 withholding.</p> <ul style="list-style-type: none"><li><a href="#">Create 1099 Entries</a></li><li><a href="#">Review</a></li><li><a href="#">General Reports</a></li><li><a href="#">2 More...</a></li></ul>
<p><b>Vendors</b> Add, maintain, and approve vendors.</p> <ul style="list-style-type: none"><li><a href="#">Add/Update</a></li><li><a href="#">Maintain</a></li><li><a href="#">Approve</a></li></ul>	<p><b>Reports</b> Run reports on vendors, vouchers, payments, reconciliation.</p> <ul style="list-style-type: none"><li><a href="#">Vouchers</a></li><li><a href="#">Voucher Reconciliation</a></li><li><a href="#">Payments</a></li><li><a href="#">5 More...</a></li></ul>	<p><b>Global Withholding</b> Configure, maintain, review, post and report on global withholding.</p> <ul style="list-style-type: none"><li><a href="#">Create Withholding Entries</a></li><li><a href="#">Review</a></li><li><a href="#">General Reports</a></li><li><a href="#">2 More...</a></li></ul>
<p><b>Payments</b> Create and manage the pay cycle.</p> <ul style="list-style-type: none"><li><a href="#">Pay Cycle Processing</a></li><li><a href="#">Pay Cycle Approvals</a></li><li><a href="#">Pay Cycle Exceptions</a></li><li><a href="#">5 More...</a></li></ul>	<p><b>Definitions</b> Define and maintain data and options for the PeopleSoft Payables system.</p> <ul style="list-style-type: none"><li><a href="#">Core Setup</a></li><li><a href="#">Banks</a></li><li><a href="#">SUT/VAT</a></li><li><a href="#">8 More...</a></li></ul>	<p><b>Batch Processes</b> Process vouchers, payments, accounting entries, clearing, and revaluation.</p> <ul style="list-style-type: none"><li><a href="#">Vouchers</a></li><li><a href="#">Payment</a></li><li><a href="#">Extracts and Loads</a></li><li><a href="#">3 More...</a></li></ul>
<p><b>Archiving</b> Archive payment, voucher, and vendor information.</p> <ul style="list-style-type: none"><li><a href="#">Payment Archive Report</a></li><li><a href="#">Vendor Archive Report</a></li><li><a href="#">Voucher Archive Report</a></li></ul>	<p><b>Control Groups</b> Add, review, and maintain control groups.</p> <ul style="list-style-type: none"><li><a href="#">Group Information</a></li><li><a href="#">Update Status</a></li><li><a href="#">Delete Control Group</a></li><li><a href="#">Post Control Group</a></li></ul>	<p><b>Related Pages</b> Access pages in General Ledger, Purchasing, Treasury, and eSettlements.</p> <ul style="list-style-type: none"><li><a href="#">General Ledger</a></li><li><a href="#">Purchasing</a></li><li><a href="#">Treasury</a></li><li><a href="#">2 More...</a></li></ul>




# A Look at the Application continued

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement

eProcurement

 **Buyer Center** [Edit "Buyer Center" Folder](#)

Create/edit/approve purchase order; source requisition; process change request.

 <b><a href="#">Manage Purchase Orders</a></b> Create new purchase orders, edit existing orders, or create change orders.	 <b><a href="#">Expedite Requisitions</a></b> Assign vendors to requisitions and manually create purchase orders.	 <b><a href="#">Quick Source Requisitions</a></b> Assign vendor to requisitions automatically; source from inventory or create PO.
 <b><a href="#">Dispatch Purchase Orders</a></b> Dispatch and publish purchase orders.	 <b><a href="#">Approve Change Requests</a></b> Review and approve change order requests in the change request tables.	 <b><a href="#">Procurement Processes</a></b> Source requisitions and process purchase orders.
 <b><a href="#">Vendors</a></b> Maintain Vendors <a href="#">Maintain Vendors</a> <a href="#">Vendor Reporting</a> <a href="#">Vendor Approval and Processing</a> <a href="#">2 More...</a>	 <b><a href="#">Receipts</a></b> Add, update receipts or run receiving processes. <a href="#">Add/Update Receipts</a> <a href="#">Load Receipts</a> <a href="#">Process Receipts</a> <a href="#">8 More...</a>	 <b><a href="#">Maintain Items</a></b> Maintain item details such as manufacturers and item families or groups.
 <b><a href="#">Return to Vendors</a></b> Create returns to vendor (RTVs), dispatch, reconcile or review RTVs. <a href="#">Add/Update RTV</a> <a href="#">Dispatch RTVs</a> <a href="#">Reconcile RTVs</a> <a href="#">5 More...</a>	 <b><a href="#">Inquiries and Reports</a></b> Create a report of purchase orders, requisitions, and catalog-item usage.	 <b><a href="#">Analyze Procurement Data</a></b> Perform two-dimensional analysis of purchase orders and requisitions.

# Questions

